

## Collection of Cheques – Standing Instruction

### IMPORTANT

Board resolution must be supplied empowering Authorised Representative to sign authorisation on behalf of corporation.

#### Cash Trading Account:

To facilitate the Delivery and Settlement of \*my/our dealings with your company, \*I/we hereby authorise:

My/Our Trading Representative: \_\_\_\_\_ NRIC/Passport No.: \_\_\_\_\_

Third Party: \*Mr/Mrs/Miss/Mdm \_\_\_\_\_ NRIC/Passport No.: \_\_\_\_\_

to collect cheques from your Company, your employees and/or agents on \*my/our behalf.

I/We am/are aware that the person so authorised is acting as my/our agent when \*he/she collects the cheques on my/our behalf.

\*I/We understand that this could give rise to risks of the cheques being lost, misappropriated or otherwise mishandled while they are in the custody of \*my/our Trading Representative or third party.

This authorisation is valid until written notice of cancellation is given by \*me/us and received and acknowledged by you.

#### FOR INDIVIDUAL/JOINT ACCOUNT

Signature of Main Applicant

Name: \_\_\_\_\_

NRIC/Passport No.: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

Signature of Joint Applicant

Name: \_\_\_\_\_

NRIC/Passport No.: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

#### FOR CORPORATION ACCOUNT

Authorised Signatory & Company Stamp

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

Authorised Signatory & Company Stamp

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

\* Please delete as appropriate

FOR OFFICIAL USE ONLY		
SIGNATURE VERIFIED BY	KEYED BY	CHECKED BY